DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-962

Page 1 of 5

Agency

Worcester County

Type Name DEIRDRE E ROUSE

Title

HUMAN RESOURCES DIRECTOR

Division/Unit
Human Resources

Worcester County		Human Resources	
Item No	Description	Retention	
1	Personnel files	Retain 3 years after employee termination, then destroy	
2	I-9s	Currently, upon termination, record is pulled and added to personnel file that is retained for 3 years, then destroyed; I-9s should be maintained separately; retain for 3 years after date of hire or 1 year after the date of employee termination whichever is later, then destroy	
3	Compensatory records (comp time)	Retain for 1 year, then destroy	
. 4	Sanitary employee forms – assumed records in '93 department took over Sanitary employees	when Add to current personnel files, retain for 3 years after employee termination, then destroy	
5	Invoices, copies	Retain for 1 year, then destroy	
6	Workers' comp – claims	Retain notice of claim until no further action, plus 5 years, then destroy; notice of claim with lawsuit filed should be retained for 7 years after settled, then destroy	
7	Sick leave bank – contributions, list of users	Retain until updated or superseded, then destroy	
Approved by Department, Agency or Division Representative Schedule Authorized by State Archivist			
Date Signature	Lecerde & Roum	Date MAR 0 5 2002 Signature Sward C. Paperfor h	
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. C-962

Page 2 of 5

Item No	Description	Retention
8	Car allowance	Retain for 1 fiscal year, then destroy
9	Equivalent time off	Retain for 1 year, then destroy
10	Dental plan	Retain for three years after employee termination, or one year after termination of plan, then destroy
11	Vision plan	Retain for three years after employee termination, or one year after termination of plan, then destroy
12	Application and other recruitment information	Retain for 2 years from date of action, then destroy
13	Employee Section 125 benefit plan election and compensation reduction agreement	Retain for life of plan, then destroy
14	American Capital statements	Retain for life of plan, then destroy
15	Lincoln National statements	Retain for life of plan, then destroy
16	Board warrants – same as check authorization or requisition approval	Retain 3 years, then destroy
17	Account activity report – HR department guideline spreadsheet	Retain for 1 fiscal year, then destroy
18	OSHA 200 forms	Retain in HR for 5 years following the year to which they relate, then destroy
19	Blood borne pathogens – plan, names of receiver's shots	If no legal action, retain for 5 years after termination, then destroy; if legal action, retain until 7 years after settlement, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

Schedule No. C-96	Sch	edul	e No.	C-9	962
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Page 3 of 5

Item No	Description	Retention
20	Interview letters – copies of letters sent if not hired	Retain for 2 years from date of action, then destroy
21	General correspondence – incoming and outgoing, memos and misc departmental and outside agency information	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
22	Vehicle charge document – HR department head gas charges	Retain for 1 fiscal year and until all audit requirements have been met, then destroy
23	Department telephone bills	Retain for 1 fiscal year and until all audit requirements have been met, then destroy
24	Blue Cross Blue Shield records – group enrollment changes, billing statements/payments, membership applications, manual payments, monthly billing, drug premium payments, change and enrollment forms	Retain 3 years after employee termination and 1 year after termination of plan, then destroy
25	Blue Cross/Blue Shield health premiums	Retain for 3 years after paid, then destroy
26	Credit union reports – faxes to credit union	Retain for 1 year, then destroy
27	Maryland State retirement	Retain for length of benefit; after termination, retain for 5 years
28	Direct deposit reports – treasurer does now	Transfer to treasurer's office
29	Supplemental insurance – AFLAC, bills, premium statements	Retain for life of plan, then destroy
30	Salary survey	Retain until updated or superseded, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. C-962

Page 4 of 5

Item No	Description	Retention
31	Payroll reports – register, validation report, check register, labor distribution report, credit union deduction report, garnishment, deferred compensation, AFLAC, retirement, tax report, logging file, calculation detail, employee distribution report	Retain 3 years and until all audit requirements have been met, then destroy
32	Budgets	Retain 3 years, then destroy
33	CETA – correspondence	Retain for 3 years after termination, then destroy
34	United Way pledge reports	Retain for 1 year, then destroy
35	Life insurance programs – summary reports, correspondence, products profile, term life, medical life, COBRA, Medicare, injured workers insurance fund	Screen annually. Destroy material having no further fiscal, legal or operational value.
36	Disability – group, long term, insurance plans/programs	Screen annually. Destroy material having no further fiscal legal or operational value.
37	General files – advertisements, EEOC reports – 4 – '75, MSRS correspondence – '72, OSHA report 1970, perfect attendence – '92, sick leave balances (for retirement)	Screen annually. Destroy material having no further fiscal legal or operational value.
38	Unemployment reports – worksite reports (state) – treasurer's office does now	Retain 3 years and until all audirequirements have been met, then destroy
39	Psychological exam results – correctional office trainers	After employee terminates, add to medical file, retain for 30 years, then destroy
40	Medical certification	Current policy – upon termination, record is pulled and added to personnel file; retain for 3 years, then destroy; medical files should be maintained separately, retain for 30 years, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. C-962

	(CONTINUATION SHEET)	Page 5 of 5	
Item No.	Description	Retention	
41	Drug programs – testing program, personnel with positive responses, quarterly reports for CDL random testing	Personnel with positive responses, retain for 5 years past last monitoring, then destroy; testing program – retain until updated or superseded, then destroy; quarterly reports – retain for 3 years, then destroy	
42	Immunization cards	Retain for 3 years after employee termination, then destroy	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW CIEWIED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - DESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY Wascester County	2. DIVISION Theman Resources	3. UNIT
DEFINITION - Records Series - A group of related record	is normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE LISA THE FILES 6. RECORD SERIES DESCRIPTION (Briefly describe the types of		5. EARLIEST YEAR / LATETEST YEARTO
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) U Yes U No	16. AUDIT REQUIREMENTS □ None □ State □ Federal □ Independent	
17. Is AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 18. RECOMMENDED RETENTION 18. RECOMMENDED RETENTION 19. Petronic describe any hardware/software) 19. Recommended Retention 19. Recommended Retention		Termenation, then destroy.
19. NAME AND TITLE OF PREPARER St Koberts	20. TELEPHONE NUMBER	21. DATE 7/14/40

INSTRUCTIONS TYPE OR FIRING A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of	
1. DEPARTMENTIAGENCY WorcesterCounty	2. DIVISION Thewan Resources.	3. UNIT HR	
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.	
1. RECORD SERIES TITLE LEISONNEL Felle		5. EARLIEST YEAR / LATETEST YEAR TO 1940'5	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
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19. NAME AND THE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/13/00	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REWEED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of	
1. DEPARTMENTIAGENCY Warcester Co.	2. DIVISION	3. UNIT	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/14/20	

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MARYLAND STATE ARCHIVES

INSTRUCTIONS - TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of	
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DEFINITION - Records Series - A group of related record	is normally filed and used as a unit for reference as	well as retention and disposition purposes.	
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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference se	well as retention and disposition purposes.
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY Warrettle Carenty	2. DIVISION Zheran Resources	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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19. NAME AND THE OF PREPARED	20. TELEPHONE NUMBER	21. DATE 7/14/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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DGS 550-4 (Revised 1/93)

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	Bank Sick Leave Bank	5. EARLIEST YEAR / LATETEST YEAR
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INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	PageOf
1. DEPARTMENTIAGENCY Warcester County	2. DIVISION Human Ressurear	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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t) Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
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19. NAME AND THE OF PREPARENT	20. TELEPHONE NUMBER	21. DATE 7/14/41)

NSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related record	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
1. RECORD SERIES TITLE Equivalent Time	H	6. EARLIEST YEAR / LATETEST YEAR 99/2000 10
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
7. RECORD SERIES FORMAT(S) □ Lelter Size □ Microfilm □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME Grite Drawer(s) Gwer(s) Gwer(s) Computer Tape (s) Other (Specify) Number 10. ANNUAL ACCUMULATION File Drawer (s) Gwer(s) Computer Tape(s) Other (Specify)
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ISTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW EVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION CHEDULE (DGS 550-I)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
Worcester County	2. DIVISION Theman Resources	3. UNIT
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
RECORD SERIES TITLE	1	5. EARLIEST YEAR / LATETEST YEAR
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IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION By Law	for the year after
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INSTRUCTIONS TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY Worcester County	2. DIVISION Herman Kesources	3. UNIT
DEFINITION - Records Series - A group of related record	is normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of i	nformation/documents/forms found in the Series. Include	the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	B. RECORD SERIES SEQUENCE	9. VOLUME
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/14/20

		
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. 80X 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY Warsester County	2. DIVISION Heeman Resourses	3. UNIT
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	wall so retention and disposition purposes
4. RECORD SERIES TITLE	do norman, mad and dood as a unit for relationed as	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of		the purpose or function of the Series)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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15. ACCESS RESTRICTIONS (If yes, cite law(s) 8 regulation(s)	16. AUDIT REQUIREMENTS	
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19. NAME AND THE OF PREPAPER	20. TELEPHONE NUMBER	21. DATE 7/14/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
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	P.O. BOX 275 - JESSUP, MARYLAND 20794	rage OI
1. DEPARTMENTIAGENCY Nocester County	2. DIVISION Theman Resources	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of		the purpose or function of the Series)
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/14/20

INSTRUCTIONS - TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	,	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
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INSTRUCTIONS - TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORDS SERIES. FORWARD-WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
	P.O. BOX 2/5 - JESSUP, MARTLAND 20/94	Fage 01
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/14/00

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novester Country	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page OI	
1. DEPARTMENTIAGENCY NarcesterCausto	2. DIVISION Henon Resources	3. UNIT	
DEFINITION - Records Series - A group of related record	de normaily filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE Lencoln Natur	onal Stalements	5. EARLIEST YEAR / LATETEST YEARTO	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series)			
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes D No	18. RECOMMENDED RETENTION Betain for life	of plan, then destroy	
19. NAME AND TITLE OF PREPARER By Kole to	20. TELEPHONE NUMBER	21. DATE 7/14/40	

INSTRUCTIONS TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page O/
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Worsester Country	Human Resources.	1
DEFINITION - Records Series - A group of related recor		well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of		the purpose or function of the Series)
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☐ Bound Book ☐ Floppy Disk	D Chronological	Number
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page OI
1. DEPARIMENTIAGENCY Worcester Country	2. DIVISION Theman Resources	3. UNIT
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Drawer(s)
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□ Bound Book □ Floppy Disk	□ Chronological	Number
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software) □ Yes □ No	Betain for 1 FY t	hen destroy
19. NAME AND TITLE OF PREPARED	20. TELEPHONE NUMBER	21. DATE 7/14/50

INSTITUCTIONS - TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY Worcester Country	2. DIVISION Herran Resources.	3. UNIT
DEFINITION - Records Series - A group of related record	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	Λ	5. EARLIEST YEAR / LATETEST YEAR
OJAA 22	o forms	то
6. RECORD SERIES DESCRIPTION (Briefly describe the types of I	nformation/documents/forms found in the Series Include	the purpose of function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
🗆 Leller Size 🗀 Microfilm	☐ Alphabetical	□ File Orawer(s) □ Microfilm Reel (s)
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	□ Chronological	10. ANNUAL ACCUMULATION
O Audio Tape O Video Tape	□ Geographical	☐ File Orawer (s)
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		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	RE7 (If yes, specify agency or office)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes UNO	18. RECOMMENDED RETENTION Be Tain Department for live is to which they relate, the	in Junon Ressurces ears following the year in deslay.
19. NAME AND THE PEREPARENCE TO	20. TELEPHONE NUMBER	21. DATE 7/14/00

			
MSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	PageOf	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
Worcester country	Herron Resources.		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well se retention and disposition purposes.	
4. RECORD SERIES TITLE	n 41	5. EARLIEST YEAR / LATETEST YEAR	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
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19. NAME AND TITLE OF PREPARED	20 TELEDHONE NUMBER	21 DATE	
19. NAME AND TITLE OF PREPARER	20. FEEL HORE RUMBER	7/14/20	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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8. RECORD SERIES DESCRIPTION (Briefly describe the types of Corpus of Lotters Dent of not pured	information/documents/forms found in the Series. Include	1 the purpose or function of the Series)
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Bet	and the years from date action, then destroy.
19. NAME AND WOOD PREPORTED	20. TELEPHONE NUMBER	21. DATE 7/14/40

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY Workester County	2. DIVISION Heeman Resources.	3. UNIT
4. RECORD SERIES TITLE Leneral Correspond		5. EARLIEST YEAR / LATETEST YEAR TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Incoming and a modellaneous Department		
7. RECORD SERIES FORMAT(S) □ Letter Size □ Microfilm □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s) Microfilm Reel (s) Computer Tape (s) Other (Specify) Number Tolerand
11. FILE IS USED Daily	12. FILE BECOMES INACTIVE AFTER Number 14. IS RECORD SERIES DUPLICATED ELSEWHE Yes 16. AUDIT REQUIREMENTS None State	Month(s)
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 19. NAME AND TUE OF REPARER	18. RECOMMENDED RETENTION Incer material having no fury operational value. Betain perm horument the migni benefin as a 20. TELEPHONE NUMBER	v annually. Destroy ter administrative, fescal lagal or anitely any moterial that serves to accompl. of the sayof. Transfer person 21. DATE 7/14/v

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. 80X 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
1. DEPARTMENTIAGENCY Workestles Country	2. DIVISION HEENON RESOURCES	3. UNIT
DEFINITION - Records Series - A group of related record	de normally filed and used so a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Nehiele Ch	Range Doocement	5. EARLIEST YEAR / LATETEST YEARTO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	· ·	the purpose or function of the Series)
7. RECORD SERIES FORMAT(S) U Letter Size	8. RECORD SERIES SEQUENCE Alphabetical Numerical	9. VOLUME □ File Drawer(s) □ Microfilm Reel (s) □ Computer Tape (s) □ Other (Specify)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS D None D State D Federal D Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes D No	18. RECOMMENDED RETENTION Betain one fiscal year and until condit requirements have been met, then destroy.	
19. NAME AND THE SOFFPREE ABER COLORS	20. TELEPHONE NUMBER	21. DATE 7/14/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PageOf
1. DEPARTMENTIAGENCY Worsester County	2. DIVISION Theman Resources.	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Weld Yell	Pephone Bells	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ No	18. RECOMMENDED RETENTION Pelais for one fiscal is requirements have been n	year and until all audet
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/14/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY WaterterCounty	2. DIVISION Pressures.	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference se w	rell as retention and disposition purposes.
4. RECORD SERIES TITLE BC/BS/Bloods	te-Blue Cross Blue Sind	5. EARLIEST YEAR / LATETEST YEAR 92TO
8. RECORD SERIES DESCRIPTION (Briefly describe the types of it Lioup Envolment Changes Belling Statements Payment Membership appleastions Manual Paymento	Monthly Belleng Dug Remuin & Change & Enrollm	agnesta
7. RECORD SERIES FORMAT(S) U Leller Size	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS □ None □ State □	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION BETAIN - employee Termination or r of plan, then destroy.	for these years after no year after termination
19. NAME AND TITLE OF PREPARER BY Kolecto	20. TELEPHONE NUMBER	21. DATE 7/14/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY Worcester County	2. DIVISION Herran Resources	3. UNIT
DEFINITION - Records Series - A group of related recor		well as retention and disposition purposes.
4. RECORD SERIES TITLE	we Should Halthe	5. EARLIEST YEAR / LATETEST YEARTO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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19. NAME AND TITLE OF PREPARED	20. TELEPHONE NUMBER	21. DATE 7/14/20

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY Worcester County	2. DIVISION Theran Resources.	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Credit Uni	ion Reports	5. EARLIEST YEAR / LATETEST YEAR 24TO
8. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose or function of the Series)
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes UNO	18. RECOMMENDED RETENTION Relac	in one year, then destroy
19. NAME AND HILE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/14/00

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Worcester Cocenty	Human Ressures.	Ĵ
DEFINITION - Records Series - A group of related record	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Maryland.	State Retirement	5. EARLIEST YEAR / LATETEST YEARTO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	nformation/documents/forms found in the Series. Include	the purpose or function of the Series)
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19. NAME AND TITLE OF PREPARER BY Roberts	20. TELEPHONE NUMBER	21. DATE 7/14/00

INSTRUCTIONS TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY Worsester Country	2. DIVISION Heman Resources	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE WILLEST WORDS	- 10	5. EARLIEST YEAR / LATETEST YEAR 93_10
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Inlanurer's does not		the purpose or function of the Series)
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19. NAME AND TITLE OF PREPARED COLOR	20. TELEPHONE NUMBER	21. DATE 7/14/w

INSTRUCTIONS - TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY Worcester County	2. DIVISION Herran Rosaures	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Supples	nental Insur.	5. EARLIEST YEAR / LATETEST YEAR
AFLAC POR	mental Insur.	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of the AFLAC Bilb Statements	nformation/documents/forms found in the Series. Include	the purpose or function of the Series)
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19. NAME AND TIPLE PREPARER VESTO	20. TELEPHONE NUMBER	21. DATE 7/14/00

INSTRUCTIONS TYPE OR FIRM A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of	
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT	
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DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
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describe any hardware/software)	Al super	n until updated or ceded, then destroy	
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19. NAME AND THE PREPERTY OF PREPERTY OF THE PRESENTATION OF THE P	20. TELEPHONE NUMBER	21. DATE 7/14/00	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY Worcester County	2. DIVISION J. Resources.	3. UNIT
DEFINITION - Records Series - A group of related record	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE)	5. EARLIEST YEAR / LATETEST YEAR
Payroll K	eporto	(<u>993</u> to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	nformation/documents/forms found in the Series. Include	the purpose or function of the Series)
Register Validation RPA Check Register Labor Distribution RPA Credit Union Deduction Mainishment Deferred Comp	AFLAC Betweenent YOU RPA. Logging Yell Calculation & Employee District	Detail pot.
7. RECORD SERIES FORMAT(5)	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Drawer(s)
□ Leller Size □ Microfilm	□ Afphabetical	☐ Microfilm Reel (s) ☐ Computer Tabe (s)
🗆 Legal Size 💢 Computer Tape	☐ Numerical	G Other (Specify)
🖰 Bound Book 🗀 Floppy Disk	☐ Chronological	Number
ti Audio Tape ti Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
ci Other (Specify)	Other (Specify)	D File Drawer (s) D Microfilm Reel (s)
CPD frenders		□ Computer Tape(s) □ Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily D Weekly D Monthly		Month(s) Year(s)
	Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE? (If yes, specify agency or office)
Darage	O Yes	No No
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	and and and and the
□ Yes □ No	Betain for 3 lears and wall been mot then distroys	all audist requirements have
19. NAME AND THE POF PREPARED ESTA	20. TELEPHONE NUMBER	21. DATE 7/14/w

NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related records. 4. RECORD SERIES TITLE	as normally nied and used as a unit for reterence as	
Bud gets		5. EARLIEST YEAR / LATETEST YEAR 93/94 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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7. RECORD CERISC CORNAY(C)	8. RECORD SERIES SEQUENCE	9. VOLUME
7. RECORD SERIES FORMAT(S)		□ File Drawer(s)
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☐ Bound Book ☐ Floppy Disk	☐ Chronological	Number
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	_
describe any hardware/software) U Yes U No	Betan three years,	then destroy
19. NAME AND THE OF PREBARGO	20. TELEPHONE NUMBER	21. DATE 7/14/00

USTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
Workester County	Herman Resources.	
DEFINITION - Records Series - A group of related record	de normally filed and used as a unit for reference as	well as retention and disposition purposes,
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME © File Drawer(s)
Delter Size Microfilm	Alphabetical	☐ Microfilm Reel (s)
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🗆 Bound Book . 🗀 Floppy Disk	☐ Chronological	Number
ti Audio Tape ti Video Tape	□ Geographical	10. ANNUAL ACCUMULATION O File Drawer (5)
a Other (Specify)	Other (Specify)	Microfilm Reel (s) Computer Tape(s) Other (Specify)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE? (If yes, specify agency or office)
Office	O Yes	. □ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No	□ None □ State □	Federal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION By Jan's year termenature, then destroy	
U Yes U No	How I by after tes	- ,
19. NAME AND DOUBLE PREPARED ELLS	20. TELEPHONE NUMBER	21. DATE 7/14/00

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SERECULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BÓX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY Whicester Co.	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	B. RECORD SERIES SEQUENCE	9. VOLUME
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□ Bound Book □ Floppy Disk	□ Chronological	Number
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G Other (Specify)	D Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
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		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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43 CURRENT LOCATIONICS (Did. Flore Press)	14. IS RECORD SERIES DUPLICATED ELSEWHE	PE3 (If yes energy agency or office)
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Roads Dan	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	1 Detain In 34 Reli	le emplogee termenation
□ Yes □ No	then destroy.	tee employee termination
19. NAME AND THE PAPER PAREN	20. TELEPHONE NUMBER	21. DATE 7/13/00

NSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Worcester County	Human Resources	
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
1. RECORD SERIES TITLE Almited Way Pleage		5. EARLIEST YEAR / LATETEST YEAR 99/2 ond 10
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
7. RECORD SERIES FORMAT(S) □ Letter Size □ Microfilm	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Orawer(s) □ Microfilm Reel (s)
D Legal Size D Computer Tape	□ Numerical	Computer Tape (s) Other (Specify)
U Bound Book U Floppy Disk	□ Chronological	Number
CI Audio Tape CI Video Tape CI Other (Specify)	© Geographical © Other (Specify)	10. ANNUAL ACCUMULATION □ File Orawer (s) □ Microfilm Reel (s) □ Computer Tape(s) □ Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE? (If yes, specify agency or office)
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15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes U No	D None D State D	Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 18. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Below Jean, then des	Truy
19. NAME AND THE PROPERTY.	20. TELEPHONE NUMBER	21. DATE 7/14/10

HISTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Worcester Cocentry	Human Ressurses	·
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Life Insuran	ce Programs	5. EARLIEST YEAR / LATETEST YEARTO
Summay Roto Cones. Reducts Profile		e the purpose or function of the Series) Supered Warbers Drown. Frend
7. RECORD SERIES FORMAT(S) U Letter Size U Microfilm U Legal Size U Computer Tape U Bound Book U Floppy Disk U Audio Tape U Video Tape U Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s) Microfilm Reel (s) Computer Tape (s) Other (Specify)
11. FILE IS USED Daily Weekly Monthly 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Office	12. FILE BECOMES INACTIVE AFTER Number 14. IS RECORD SERIES DUPLICATED ELSEWHE	Month(s)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS None	Federal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes UNO PROCESSED OF DESCRIPTION OF THE PROCESSED OF THE PR	or sperational nature.	annually, destruy materia
19. NAME AND THE OF PREPARER SE	20. TELEPHONE NUMBER	21. DATE 7/14/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY Worcester County	2. DIVISION Herron: Resources.	3. UNIT
DEFINITION - Records Series - A group of related record	s normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of in Long Jern Januare Plan / Prog		the purpose or function of the Series)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
U Leller Size	Alphabetical	□ File Drawer(s) □ Microfilm Reel (s)
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U Other (Specify)	Geographical Other (Specify)	File Orawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily D Weekly D Monthly	Month(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
Office	CI Yes	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes	18. RECOMMENDED RETENTION Screen annually, destroy material having no further legal, administrative fescal or operational water.	
19. NAME AND THE OF PREPARED	20. TELEPHONE NUMBER	21. DATE 7/14/00

INSTRUCTIONS - TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
warrester Country	Hemon Resource	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes,
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of		
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7. RECORD SERIES FORMAT(S)	B. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	□ Alphabelical	□ File Orawer(s) □ Microfilm Reel (s)
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🗆 Audio Tape 😊 Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
a Other (Specify)	Other (Specify)	☐ File Orawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No		Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION permaner	nnually. Destroy material having no scal, legal or operational value. Retain
□ Yes □ No	t 7 accompin	the origin, development and shrinents of the department. Transfer lly to the MD State Archives
19. NAME AND THE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 1/4/60

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	REACH NEW RETENTION DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY	
		Page Of	
1. DEPARTMENT/AGENCY Warrester County	2. DIVISION Herman Resources	3. UNIT	
DEFINITION - Records Series - A group of related record	de normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR			
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
e Leller Size	Alphabetical	□ File Orawer(s) □ Microfilm Reel (s)	
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☐ Bound Book ☐ Floppy Disk	☐ Chronological	Number	
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a Audio Tape a Other (Specify) <u>Accord</u> . Files	Other (Specify)	☐ File Orawer (s) ☐ Microfilm Reet (s) ☐ Computer Tape(s) ☐ Other (Specify)	
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
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15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes U No	18. RECOMMENDED RETENTION Belain for 34 and reaccepanants have to	ees met, the destrum	
19. NAME AND THE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/14/20	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
Warcester County	Human Ressurces.		
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	e the purpose or function of the Series)	
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	T		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME G File Drawer(s)	
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	,	
□ Yes □ No	□ None □ State □	Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION after employee terminates, add		
□ Yes □ No	Retar yearth lessen	then destay they	
19. NAME AND THE OF PREPARED	20. TELEPHONE NUMBER	21. DATE 7/14/60	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (OGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY	
		Page Of	
. DEPARTMENTIAGENCY	2. pivision	3. UNIT	
Worcester Co.	Human Basauces.		
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
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RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Orawer(s)	
□ Letter Size □ Microfilm	□ Alphabetical	☐ Microfilm Reel (s)	
☐ Legal Size ☐ Computer Tape	☐ Numerical	□ Computer Tape (s) □ Other (Specify)	
☐ Bound Book ☐ Floppy Disk	□ Chronological	Number	
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION	
1) Other (Specify) 3-ring hunders	Other (Specify)	☐ File Drawer (s)☐ Microfilm Reel (s)☐ Computer Tape(s)☐	
2	1	Olher (Specify)	
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11. FILE IS USED	12. FILE BECOMES INÀCTIVE AFTER		
🗆 Daily 🗆 Weekly 🗆 Monthly	Number	Month(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
Office	□ Yes	. D No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □	Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 18. Yes 19. No	18. RECOMMENDED RETENTION is pulled + added wripon Turnew get pulled + added Three years, It Pers. file. Betain for three years,		
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19. NAME AND THE OF PREPARED	20. TELEPHONE NUMBER	21. DATE 7/14/14	

Medical files Dhould be maintained Deparately, retained for 304, then destroyed.

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MARYLAND STATE ARCHIVES

ISTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW EVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION CHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
I. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
Worcester Counts	Human Resources	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Ding Magiam		<u>127</u> to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		e the purpose or function of the Series)
Personnel w/ P Etrly. Rpts for	Positive Bosponses Dandon Testing	
	·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME Drawer(s)
□ Letter Size □ Microfilm	Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
☐ Legal Size ☐ Computer Tape	 Numerical 	Other (Specify)
Bound Book Floppy Disk	Chronological	Number
Audio Tape Video Tape	□ Geographical	10. ANNUAL ACCUMULATION ☐ File Drawer (s)
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
🗆 Daily 🗆 Weekly 🗆 Monthly	D Month(s) D Year(s) Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
Office	TI Yes TI No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
D Yes D No	□ None □ State □	Federał 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) D Yes D No	18. RECOMMENDED RETENTION Reconnel suf positive Below of the terms	responses relain for 57 po
19. NAME ARTHITLE OF PROPARED	20. TELEPHONE NUMBER	21. DATE T/14/20

Testing Region - Release destrup.

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FEB **25** 2002

MARYLAND STATE ARCHIVES

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY Worcester Co.	2. DIVISION	3. UNIT
DEFINITION - Records Series - A group of related record	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Immunigation	Cardo	<u>♂′s</u> ro
6. RECORD SERIES DESCRIPTION (Briefly describe the types of i	information/documents/forms found in the Series. Include	the purpose or function of the Series)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Orawer(s)
D Leller Size D Microfilm	□ Alphabetical	☐ Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	Computer Tape (s) · Other (Specify)
🗆 Bound Book 🗀 Ftoppy Disk	☐ Chronological	Number
U Audio Tape U Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	Other (Specify)	☐ File Orawer (s) ☐ Microfilm Reel (s)
		Computer Tape(s) Other (Specify)
1-2D file (om.)		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily D Weekly D Monthly	Number	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
Roado Bain	□ Yes □ No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ Slate □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes No	18. RECOMMENDED RETENTION Setain 3 y after employee's leining.	
19. NAME AND THE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/13/20